



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## JUVENILE SERVICES REGIONAL MANAGER

Job Number: 20001176

Job Code: 64120V161016

Job Group: 6400 - JUVENILE JUSTICE

Job Established: 04/16/1999

Job Revised: 10/16/2016

Grade: 17 Salary (MIN - MID):

\$24,055-\$31,869 - Hourly

\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary

\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under administrative direction, has managerial responsibility for all community-based programs including day treatment and group homes and services to juveniles in a juvenile justice region; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

A master's degree in social work, sociology, juvenile justice, corrections or a related field.

#### **EXPERIENCE:**

Must have five years of professional experience in providing services to juvenile offenders and/or adult offenders.

#### **Substitute EDUCATION for EXPERIENCE:**

A bachelor's degree supplemented by two years of professional social work experience will substitute for the required masters.

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must possess a valid driver's license prior to appointment in this classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Responsible for the development, oversight and evaluation of juvenile services programs in a defined geographic region. Provides ongoing consultation to program directors on matters of program operations and services through phone contact, meetings and on-site visits. Provides direct assistance and support to program directors in correcting operations deficiencies and developing quality services. Stays abreast of the current theory and practice in juvenile prevention, intervention and rehabilitation. Responsible for monitoring of programs compliance with departmental policy. Supervises and evaluates district supervisors or program directors job performance. Compiles quarterly reports on region program operations. Interprets policy. Monitors budget. Oversees training of region staff. Coordinates agency initiatives and represents Department in meetings with service providers. Provides coverage for district supervisors in emergency situations.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Performs job duties in an office and makes frequent visits to offices and facilities within the region. Required to be on call.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*